

Classification

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REPORTS INVENTORY

PREPARE IN DUPLICATE				DDS-OTR-LS-20	
1. TITLE OF REPORT (If a fill-in report include Form No.) REPORT INVENTORY REPORT				2. TYPE OF REPORT XXX STATISTICAL NARRATIVE MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL		TRAINING	XXX	ADMIN. GENERAL
	LOGISTICS		SECURITY		OTHER (specify)
	MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED Each Report - 1		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual		6. DISTRIBUTION (No. of components not number of copies) O/DTR	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING YES IF YES GIVE ADP PROCESSING NO. XXX NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT DTR Memo	
10. PREPARING COMPONENT (include lowest level contributing information to report) C/LS			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) n/a		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-14 (avg)	11.00		8		88.00		1		88.00